

SECTION C – DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 Background

Over the course of the past 10 years the housing ecosystem has changed significantly, and as a result, the Ginnie Mae portfolio has quadrupled. The Ginnie Mae Mortgage Backed Securities (MBS) portfolio has grown to 2 trillion dollars with over 11 million securitized loans. The profile of the 300 Issuer program participants who manage the Ginnie Mae government guaranteed securitized loans has also changed drastically. Ginnie Mae has observed a decline in bank participation and an increase in non-depository entities participating in the MBS program. Given this unprecedented portfolio growth and the constantly changing MBS ecosystem, Ginnie Mae is challenged to effectively and efficiently surveil the performance of each of Ginnie Mae's Issuer MBS pooling practices. This enhanced surveillance capability is very important because it will enable Ginnie Mae to responsibly manage the risks inherent in its government guaranty and to attract significant capital from global investors to its MBS program to fulfill its overall mission in the U.S. housing market.

Ginnie Mae needs analytical services to address these challenges given the current MBS market factors including 1) operating in a highly competitive and dynamic environment in which Issuers are in constant change in response to market forces as well as housing policy reforms; 2) the significant scale of Ginnie Mae's monthly MBS issuance, representing one in every three loans securitized; and 3) the ever increasing importance for Ginnie Mae to attract significant capital which requires our MBS program to remain highly regarded by global investors.

Ginnie Mae requires contractor support from an Integrated Analytics Services Provider (IASP) in order to surveil Issuers' securitization pools to detect aberrant performance that could negatively affect the market pricing and investor acceptance of Ginnie Mae's securities. As part of this, Ginnie Mae needs an IASP to obtain additional data, normalize the data and perform analysis in order to provide Ginnie Mae with a rigorous review of Issuers' securitized pools. There are also many other factors that must be considered when assessing Issuers' pool securitization performance and health. This information is critical to protecting the government guaranty and will enable Ginnie Mae to take swift action to mitigate risk in our MBS program. It is necessary for Ginnie Mae to take this proactive approach and fill this information gap. The intent is to fill that data and analytics gap with this procurement action.

C.2 Purpose

Ginnie Mae requires access to an IASP able to coordinate data analysis activities for Ginnie Mae. The goal is to enhance the analytic capabilities of the Ginnie Mae MBS program by expanding the portfolio, pool and loan level data. The purpose of the IASP is to procure advance analytic services and data subscriptions or licenses to enable Ginnie Mae to 1) obtain and utilize data provided by specialized industry experts, 2) use available external data sources to supplement existing data needed for advanced analytics and reporting and 3) perform time sensitive ad-hoc analysis on issues affecting the MBS value proposition. Ginnie Mae seeks to obtain data from the industry at-large that aligns with the MBS market and to access subject matter experts to advise on our products, policies and risk centric issues. This will increase Ginnie Mae's ability to

monitor Issuer pooling performance, the health of the program, as well as monitor and mitigate other emerging risks in the MBS program.

C.3 Scope

The Contractor shall furnish all facilities, equipment, and supplies required to perform the work under this contract.

Ginnie Mae requires contractor support from an IASP to surveil Issuers' securitization pools for aberrant performance and expands Ginnie Mae's access to analytic capabilities at the loan and Issuer level for its MBS Issuer portfolio. The services include maintaining MBS data that the Contractor, subcontractors or Ginnie Mae may use to analyze Ginnie Mae Issuers and market trends and performing advanced MBS analytics.

This requirement is solely focused on analytical deliverables and recommendations. This does not include the development of new software for Ginnie Mae.

C.4 TASKS – PROGRAM MANAGEMENT

C.4.1 Task 1 – Obtain and Maintain Data from External Sources plus Produce Monthly/Quarterly Reports

The Contractor shall provide all personnel and supervision necessary for performing advanced analytics for Ginnie Mae including obtaining, maintaining and updating the data used in online tools, online reports, monthly and quarterly PDF and Excel reports as well as specialized reporting. Please see Section F.7 for the list of online reports as well as monthly and quarterly PDF and Excel reports Ginnie Mae requires. Each year, Ginnie Mae will have additional reporting requirements above those defined in Section F.7. The Contractor shall do this by:

- a. Working as a IASP that expands Ginnie Mae's access to analytic capabilities by:
 1. Coordinating the work of other specialized subcontractors for MBS research, analysis, market information and SMEs for Ginnie Mae.
 2. Extending access to Ginnie Mae's private data to other contractors or subcontractors through Non-Disclosure Agreements and other required information security arrangements.
 3. Working with reputable firms with a history of high-quality data, reporting and analytics.
 4. With written approval by Ginnie Mae, it is anticipated that the IASP may work with the following vendors, partners, and others as necessary, on behalf of Ginnie Mae:
 - i. Brean Strategic
 - ii. eMBS

- iii. Recursion
 - iv. FHA (for databases)
 - v. Virtual Development Corporation
- b. Enriching Ginnie Mae's access to information and data with available external data.
- c. Providing Ginnie Mae with access to MBS loan level, security level and other market data and information that can be linked to existing Ginnie Mae data.
- d. Obtaining external subscription data for adjoining to Ginnie Mae's loan level and other data. Examples of linked data include, but are not limited to:
 - 1. Periodic update of credit scores
 - 2. House Price Index (HPI) estimates
 - 3. Federal Housing Administration (FHA), Veteran's Affairs (VA) and Rural Housing (RH) data
- e. Providing, collecting, and maintaining the following types of data for access and analysis:
 - 1. Real Estate Mortgage Investment Conduit (REMIC) Factor Files and Relay Files for data used in structuring Ginnie Mae REMICs.
 - 2. Financial Industry Regulatory Authority MBS TRACE data.
 - 3. Freddie Mac and Fannie Mae data sets. This data may be used to perform regular statistical reporting, analytics, and ad-hoc reporting at the loan level and security level for MBS, and Multiclass Programs. For example, Platinum, REMICs, Giants and Megas.
 - 4. The Consumer Financial Protection Bureau (CFPB) annually supplied Home Mortgage Disclosure Act (HMDA) data.
 - 5. Other data types to be determined.
- f. Set up a frame work on Amazon Web Services (AWS) or comparable cloud services to support Ginnie Mae's internal modeling by delivering input files of the models on a monthly basis.
 - 1. Set up automated jobs to query the loans/cohorts characteristics from the loan tables, push up to the Cloud.
 - 2. Set up secure access on AWS/comparable cloud service for Ginnie Mae modeler to download.
 - 3. Send emails out monthly to inform Ginnie Mae about the availability of the files.
- g. Protecting Ginnie Mae's reputation, and reduce institutional risks to the Agency by validating and certifying the data it provides to Ginnie Mae.

C.4.1.1 Subtask One – Kick-Off Meeting

The contractor shall participate in a Government-scheduled Kick-Off Meeting NLT 5 days after award. The purpose of the Kick-Off Meeting is to (1) aid both the Government and contractor

personnel in achieving a clear and mutual understanding of all requirements, and (2) identify and resolve potential risks.

The Kick-Off Meeting shall include the following topics at a minimum:

- Introduction/POC's of all parties
- Program Review and any issues requiring clarification
- Security discussion and requirements (i.e., building access, badges, common access cards (CACs))
- Draft Project Management Plan (PMP) and discussion including schedule, tasks, etc.
- Invoicing Requirements
- Transition Discussion
- Personnel Discussion (i.e., roles and responsibilities and lines of communication between contractor and Government)
- Quality Control Plan

C.4.1.2 Subtask Two – Project Management Plan

The contractor shall develop and maintain throughout the task order period of performance, a Project Management Plan (PMP) that shall be used as a foundation for information and resource management planning. The contractor shall deliver the final PMP within 30 days after Contract award. The contractor shall keep the PMP up-to-date, be accessible electronically at any time, and be prepared to brief any PMP content to the Government at short notice (within 24 hours). The PMP shall be used as a foundation for the bi-weekly and monthly status reports.

The PMP shall include the following elements at a minimum:

- Project plan (i.e., tasks, subtasks, milestones, deliverables, etc.)
- Base schedule overlaid with actual schedules, for each task
- Overall organizational and project organization and structure
- Process management and control
- Task dependencies and interrelationships
- Quality control plan
- Subcontract management (e.g., organization of personnel, software, and hardware)
- Project transition processes and schedule, as applicable

C.4.2 Task 2 – Conduct Advanced MBS Analytics

The Contractor shall provide all personnel and supervision necessary to perform Advanced MBS Analytics for Ginnie Mae including ad-hoc analysis. Advanced MBS Analytics are defined as more complex services that require specialized subject matter expertise, expert advice, or unique information. In order to provide Advanced MBS Analytics, the Contractor should obtain industry data that aligns with the MBS market to advise on products, policies and risk centric issues. The Contractor may need to access outside resources, information, or expertise to complete this work. This will increase Ginnie Mae's ability to monitor Issuer performance, the health of the program,

as well as monitor other risks in the MBS programs. Through its specialized analysis functions, the Contractor will enable Ginnie Mae to respond to market changes and conditions. Ginnie Mae anticipates up to 15 requests for expert advice or specialized projects per quarter under this CLIN. The Contractor shall provide this work by:

- a. Advising on loan level, security level and market topics including product, policy and risk centric issues.
- b. Conducting analytics on currently available Ginnie Mae data for the purpose of empowering Ginnie Mae with more predictive, back-testing, and scenario analyses related to Ginnie Mae's loan portfolio.
- c. Conducting data analysis and research to inform and support Ginnie Mae's policy decisions, potential program changes, risk management, and new product needs.
- d. Employing statistical techniques and methods that serve a wide variety of data purposes to drive substantive statistical analysis and reports.
- e. Quickly generating ad hoc analyses that identifies material trends affecting the health of Ginnie Mae's MBS and REMIC programs.
- f. Creating loan level linkages between the initial agency that insured a loan and the refinanced loan. Linkages will provide Ginnie Mae with a loan level genealogy of loans within their portfolio.

C.4.3 Task 3 – Other Direct Costs

Ginnie Mae requires the Contractor to obtain licenses, data subscriptions and other services on behalf of Ginnie Mae. These services shall be reimbursed at cost with no profit or fee. Any license must be transferable to Ginnie Mae upon request. If the contractor initiates a purchase within the scope of this contract and the prime contractor has an approved purchasing system, the contractor shall submit to the AAS COR a Request to Initiate Purchase (RIP), Attachment E. If the prime contractor does not have an approved purchasing system at any point during contract performance, the contractor shall submit to the CO Consent to Purchase (CTP), Attachment F. The RIP and CTP shall include the purpose, specific items, brand name rationale if applicable, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO.

Examples of ODCs follow:

- a. Black Knight McDash Loan Data and Modules:
 1. Loan Data: Primary Loan Level Data as well as Home Equity Level Data. This information shall be derived from the Contractor's repository of information which includes agency, non-agency, private and portfolio products that include information

about servicing and origination fields as well as monthly servicer contributed data. It shall also provide market surveillance, trend and risk analysis, standard and custom reporting.

2. **Property Module:** Additional lien information, current property value, and combined Loan to Value ratio. It will also identify subordinate liens, and updated property values. Loan level and custom reports are available through this module.
3. **Credit Bureau Module:** Information on borrower non-mortgage debt and up to date information on relevant borrower mortgage behavior. The Contractor shall also match primary loans to monthly credit bureau data to provide leading risk indicators that can be used in modeling and research as well as in loan level reports.
4. **Mortgage Scores Module:** Custom data sets with information on prepayment, default and loss metrics. The Contractor shall make this information available on all primary loans so that it can be used for risk assessment as well as loan level and custom reports.
5. **Loss Mitigation Module:** Loss mitigation data, including modifications and home retention actions provided by servicers. The Contractor shall make this information available for benchmarking, trend and risk analysis, home retention and foreclosure mitigation analysis, modification and re-default analysis, etc.

C.4.4 Task 4 – Transition Out

The Contractor shall develop, document, and execute a Transition-Out Plan that shall be used to transition tasks and materials to the Government and/or a successor contractor. The plan shall describe how the Contractor will provide a seamless (i.e., business as usual) transition to a successor that does not impact system operations. The Transition-Out Plan shall ensure that the Government is provided all project materials and documentation and are fully briefed at least 60 days prior to the expiration date of the performance period. The plan shall address at a minimum the following areas:

- An inventory of all baseline materials;
- A schedule of briefings, including dates, time and resources allotted per briefing;
- Review of any unclosed Change Requests (CRs);
- Description of program office requirements that have not yet been implemented as well as an estimate of the resources needed to complete them;
- Description of system operations including Operations and Maintenance (O&M) manual and schedule of operations;

- Time allocated for a minimum of two transition meetings with successor and O&M contractors to review the solution and address questions from technical, business and operational support resources. Meetings can be virtual with use of online/web meeting services to review software code, documents, user interface etc.
- Description of reengineering opportunities;
- Detailed summary as well as work papers and files for work that is in progress;
- Explanation of ongoing issues, how they are being addressed, options and long-range plans;
- Any current security issues raised by the Contractor or for which the Contractor has supported fact finding;
- The known status of any ongoing reviews by outside parties including CIO, independent C&A reviewer, IV&V reviewer, OIG, or GAO.

To minimize any decrease in productivity and to prevent possible negative impacts on additional services, the Contractor shall have sufficient personnel on board during the 60-day Transition-Out period. The incumbent Contractor shall ensure a smooth transition with the successor Contractor during the Transition- Out period, prior to completion of contractual performance.

The incumbent Contractor shall aid the successor in the development of plans, procedures, and methods for the assumption of all on going work. The Contractor shall provide an orderly transition of work acceptance and accomplishment, such that full control by the successor Contractor is achieved by the end of the new contract Transition-In period.

SECTION D – PACKAGING AND MARKING

The contractor shall provide deliverables to addresses identified in Section G – Contract Administration in readable electronic format using Microsoft Office Suite and Adobe via email, unless otherwise specified. The contractor shall use best commercial practices for formatting deliverables.

ARTICLE D.1 – Marking for Electronic Delivery

Electronic copies shall be delivered via e-mail attachment, unless otherwise specified by the TPOC. The contractor shall label each electronic delivery with the contract number and deliverable title in the subject line of the e-mail transmittal. All final reports and documents will be delivered via e-mail (ready for duplication as needed).

SECTION E – INSPECTION AND ACCEPTANCE

E.1 Written Acceptance/Rejection by the Government

Government personnel will have 15 workdays to review deliverables (to include resubmissions) and provide written acceptance/rejection. Government representatives and/or the applicable Contracting Officer Representative (COR) will notify the contractor of deliverable acceptance or provide comments in writing. Absent written notification, final deliverables will be construed as accepted. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.2 Non-Conforming Products or Services

If the contractor does not provide products or services that conform to the requirements of this RFP, the Government will withhold the fixed price until the non-conforming products or services are remediated.

SECTION F – DELIVERIES OF PERFORMANCE

F.1 Period of Performance

The period of performance for this TO is a 12-month base period with two (2)-one year option periods.

F.2 Place of Performance

The primary place of performance will be at the contractor's facility.

F.3 Hours of Operation

The contractor is responsible for conducting business between the hours of 0800 a.m. to 1700 p.m. Monday thru Friday except on Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor must not exceed forty (40) hours per week. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

F.4 Public Release of Contract Documents Requirement

The contractor agrees to submit, within ten workdays from the date of the CO's execution of the contract, or any modification to the contract (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b) (4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA. GSA will carefully consider the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 Place(s) of Delivery

All final reports and deliverable completion documents shall be submitted electronically through GSA's electronic task order system (ITSS) at: ITSS <https://web.itss.gsa.gov/login>

Copies of all deliverables shall also be delivered to the Ginnie Mae TPOC identified in Section G.1.1. Deliverables that are submitted via other Ginnie Mae systems are not required to be submitted in ITSS. In lieu thereof, the contractor shall submit a list in ITSS with the name/description of the deliverable, date submitted, and delivery format.

F.6 Notice Regarding Late Delivery

The contractor shall notify the GSA COR as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The GSA COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

F.7 Task Order Schedule/Milestones and Deliverables

Deliverables:

| Task | Deliverable | Method | Due Date |
|-------------|---|--------------------------|--|
| C.4.1 | Notification of Vendor Signing the Non-Disclosure Agreement | Electronic | Within 5 business days of signing the agreement. |
| C.4.1 | Monthly Reports | Electronic and hard copy | Monthly on agreed to due dates. |
| C.4.1 | Quarterly Reports | Electronic and hard copy | Monthly on agreed to due dates. |
| C.4.1.1 | Kick-off Meeting | Electronic and hard copy | NLT 5 days after award. |
| C.4.1.1 | Draft Project Management Plan | Electronic and hard copy | At Kick-off Meeting |
| C.4.1.2 | Project Management Plan | Electronic and hard copy | Within 30 days after Task Order award. |
| C.4.2 | Conduct Advanced MBS Analytics | Electronic and hard copy | Within 30 calendar days of tasking unless otherwise agreed to by both parties. |
| C.4.2 | Specialized Projects | Electronic and hard copy | Within 30 calendar days of tasking unless otherwise agreed to by both parties. |
| C.4.4 | Transition Out Draft Plan | Electronic and hard copy | At least 60 days prior to the expiration date |

| | | | |
|-------|---------------------------|--------------------------|--|
| | | | of the performance period. |
| C.4.4 | Transition Out Draft Plan | Electronic and hard copy | At least 30 days prior to the expiration date of the performance period. |

F.8 Deliverables Media

The Contractor shall provide deliverables in machine readable format using Microsoft Office Suite, Adobe Reader, and or others as agreed to by all parties.

The Contractor shall use leading commercial practices for formatting deliverables under this task order unless format otherwise specified by Ginnie Mae TPOC.

F.9 Markings for Electronic Delivery

Electronic copies shall be delivered via e-mail attachment. The contractor shall label each electronic delivery with the Task Order Number and Project Title in the subject line of the e-mail transmittal.

SECTION G – CONTRACT ADMINISTRATION

G.1 Contracting Officer's Representative (COR)

The CO will appoint a COR in writing through a COR Appointment Letter that will be provided to the Contractor upon award. The COR will receive, for the Government, all work called for by the RFP and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel. The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the basic Contract or the RFP. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the RFP.

G.1.1 Contract Administration

Contracting Officer:

Marion Williams

GSA NCR FAS, Contracting Division

1800 F Street, NW

Washington, DC 20405

Telephone: (202) 205-9097

Email: marion.williams@gsa.gov

Contracting Specialist:

Austin Boynes

GSA FAS NCR, Contracting Division

1800 F Street, NW

Washington DC, 20405

Email: austin.boynes@gsa.gov

GSA Contracting Officer Representative:

Mark Willis

NCR/FAS/AAS

1800 F Street, NW

Washington DC, 20405

Email: mark.willis@gsa.gov

Contracting Officer's Representative:
GNMA IASP Technical Point of Contact (TPOC):
Carol Vilsack, Office of Securities Operations
425 3rd St, SW
Washington DC, 20024
Email Address: Carol.M.Vilsack@hud.gov

G.2 Invoicing

G.2.1 Invoice Submission

The Contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Contract Number: *(from SF1449, Block 2)*
Paying Number: *(ACT NO.) (From SF1449, Block 1)*
NCR FAS Project Number: ID11120016
Project Title: Integrated Analytics Services Provider

The Contractor shall submit invoices electronically by logging onto the following link: <https://portal.fas.gsa.gov>. Select Vendor Support, log in using your assigned ID and password, then click on Create Invoice. By utilizing this method, no paper copy of the invoice shall be submitted to the GSA Finance Center. However, the GSA COR may require the Contractor to submit a written "soft copy" invoice with the client's certification prior to invoice payment.

The Contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment. The Contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category for labor hour tasks. The Contractor shall submit invoices as follows:

- a. CLINs 0001, 1001, and 2001 will be billed monthly at 1/12 of the firm fixed price listed in Section B.
- b. CLINs 0002, 1002, and 2002 will be billed monthly based on hours incurred at 1/12 of the LH ceiling amount for each CLIN listed in Section B.
- c. CLINs 0003, 1003, and 2003 ODC's will be billed monthly on the basis of cost incurred for ODCs for each CLIN listed in Section B.
- d. CLINs 2004 Transition Out will be billed in one lot sum at the end of the performance period.

Invoices for final payment must be so identified and submitted when tasks have been completed and no further charges are to be incurred. These close-out invoices, or a written notification that final invoicing has been completed, must be submitted to the ordering agency within thirty (30) days of task order completion. A copy of the written acceptance of task completion must be attached to final invoices. If the Contractor requires an extension of the 30- day period, a request with supporting rationale must be received prior to the end of the 30-day period.

NOTE: In order to be considered for award, all vendors must be registered in the IT Solutions System (ITSS). Any contractor that is not registered at time of award shall not be considered for award. Contractors can register at:

https://web.itss.gsa.gov/itss/v41_helpdocs.nsf/HomeTellMeRegAbout/About+Contractor+Registration?OpenDocument

NOTE: FAILURE TO SUBMIT THE INVOICE IN ITSS WILL RESULT IN REJECTION OF THE INVOICE.

G.2.2 Invoice Instructions

A proper invoice for the contract shall be submitted monthly and not later than 5 workdays after acceptance by the Government of the product, service, and/or cost item. The invoice shall be submitted on official company letterhead with detailed costs for each of the following categories:

1. Total labor charges
2. Travel and per diem charges
3. Total other direct charges (ODC)
4. Total invoice amount
5. Prompt payment discount offered (if applicable)

For other direct costs such as equipment, travel, per diem, subcontractor labor, etc., invoices shall reflect the contractor's actual expense for the item, plus General and Administrative charges (G&A). These charges shall not exceed limits specified in the Contract. No charges will be paid by the Government that are not specifically detailed in the individual task order and specifically approved in the underlying contract. Copies of contractor paid invoices, receipts, and travel vouchers completed in accordance with Federal Travel Regulations (FTR) shall be maintained by the contractor and made available to the Government upon request.

In addition to the above information, the invoice shall include the following:

1. GSA Project Number
2. Accounting Control Transaction (ACT) number (assigned by GSA on the Delivery Order, SF1449, Block1)
3. Period of Performance (month services performed for work request task orders, month deliverable completed for fixed-price task orders)
4. Invoice Number
5. Client name and address

When the paying office is GSA, the original of each invoice, with supporting documentation, shall be submitted to the GSA Paying Office designated in Block 18a. of the SF1449. In those cases where the paying office is other than GSA, the invoice/paying office will be as specified in the order. One additional copy of each invoice, with supporting documentation, shall be submitted to the address as designated in the order. Invoices for final payment must be so identified and submitted when tasks have been completed and no further charges are to be incurred. These close-out invoices, or a written notification that final invoicing has been completed, must be submitted to the ordering agency within 30 days of task order completion. A copy of the written acceptance of task completion must be attached to final invoices. If the contractor requires an extension of the 30- day period, a request with supporting rationale must be received prior to the end of the 30-day period.

G.2.3 Invoice Requirements

The contractor may invoice the fixed fee on a monthly basis. The monthly fixed fee invoiced shall be proportionate to the amount of labor expended for the month invoiced.

The contractor shall submit simultaneous copies of the invoice to both GSA and the client TPOC, along with all backup documentation (e.g., receipts, credit card transactions reports, proof of indirect rates, monthly expenditure report) prior to its submission in ASSIST. Receipts are provided on an as requested basis. The final invoice is desired to be submitted within six months of project completion. The contractor shall provide the Government with a monthly status on when the final invoice will be submitted to the Government.

G.2.4 Invoice Details

The Contractor may invoice the total firm fixed price on a monthly basis for work performed. The monthly amount invoiced shall be proportionate to 1/12 of the total firm fixed price per CLIN for work performed.

The Contractor may invoice as stated in Section B for the all CLINs. The invoice shall include the period of performance or deliverable covered by the invoice and the CLIN number and title. All costs shall be reported by CLIN element (as shown in Section B) and shall be provided for the current invoice and in total from project inception to date. The Contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

All cost presentations provided by the contractor shall also include overhead charges and general and administrative (G&A) charges.

G.3 Contractor Performance Assessment Report (CPARS)

G.3.1 Task Order CPARS

Performance will be evaluated and captured through the CPARS module (located at <https://www.cpars.gov/>). At a minimum, the performance will be evaluated by GSA/ NCR/FAS upon completion. Evaluations of contractor performance will be provided to the contractor as